

UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES (UPG)

UPG #10

UW-EXTENSION TUITION REIMBURSEMENT POLICY

10.01 Introduction. This is a UW-Extension policy on fee-tuition reimbursement for authorized job-related coursework/training. It is based on Board of Regents Policy 77-2 and General Administration Policy Paper #25.

"The Board of Regents of the University of Wisconsin System authorizes the President and the Chancellors, or their designees, to provide fee/tuition reimbursement to unclassified faculty, academic and limited staff members for authorized job-related coursework and training to improve employee job performance. This policy supersedes the instruction fee waiver policy of the former WSU Board of Regents and applies only to the specified categories of unclassified employees. Segregated fee charges for participants can be either waived or reimbursed. Only employees with half-time or greater appointments are eligible for consideration. The President shall issue implementation guidelines for this policy." (Board of Regents Policy 77-2)

10.02 Eligibility. This policy applies only to the following unclassified staff employed half-time or more within UW-Extension:

- (a) Faculty as defined in Chapter UWS 1.04, Wis. Administrative Code;
- (b) Academic Staff as defined in Chapter UWS 1.01, Wis. Administrative Code; and
- (c) Limited appointees as defined in Chapter UWS 15, Wis. Administrative Code and UWS Unclassified Personnel Guidelines 2 and 3.

Revised by Board of Regents 11/8/78.

10.03 Implementation

- (1) Qualifying Coursework or Training - This is defined as coursework or training which provides skill or knowledge that will improve an employee's job performance. This may include acquiring skills and knowledge necessary for advancement to positions closely related to the current job or to advance to another job which is pertinent to the mission of the university. Coursework or training undertaken at an employee's initiative for self-enrichment does not qualify.
- (2) If the faculty/staff person is directed to take a course or training program by UW-Extension, the tuition and segregated fee will be reimbursed. This reimbursement will be made immediately after enrollment in the course/training program. Responsibility for paying pertinent book and supply costs may be assumed by either UW-Extension or the faculty/staff person, at the discretion of UW-Extension. That a person is directed to take a course will be made explicit by the supervisor and there will be advance agreement on the specific support provided by the institution.
- (3) If the course or training is not directed by UW-Extension, the faculty/staff person may be reimbursed for authorized fee/tuition charges and pertinent segregated fees, but not

for book and supply costs. The reimbursement will only be made after the coursework/training is successfully completed.

- (4) Reimbursements will be made by using a travel expense form. A copy of the signed approval form, a copy of the receipt, and a copy of the certification or transcript indicating successful completion must be attached to the travel expense form. The certification document will not be necessary when the course or training has been directed by UW-Extension.
- (5) One course (up to 5 credits) or its training equivalent (up to 8 CEUs) may be authorized for a faculty/staff person in any academic term. Coursework should be taken on the person's own time unless the UW-Extension administrator granting approval determines that the needed coursework is available only during regular working hours. If the coursework or training has been directed by UW-Extension then it may occur during scheduled working hours.
- (6) The faculty/staff person must initiate a job-related coursework/training request and seek approval of the chair of his/her academic department/administrative unit and any other necessary units (i.e., chair of county Extension Education Committee). All requests must be submitted for approval to the dean/director, who will then inform the Chancellor's office.
- (7) The funds for tuition reimbursement will come from the department/administrative unit budgets or from the budget of any other level of the university organization which agrees to supply funds.
- (8) This policy will allow the faculty/staff person to participate in courses/training provided by:
 - (a) UW-Extension
 - (b) UW System universities or
 - (c) agencies or institutions outside the UW System
- (9) This policy does not apply to attendance at professional meetings and conferences, regardless of whether or not a grade or certification of completion is provided, where state and UWS travel guidelines accommodate travel and registration expenses. To qualify as job-related coursework or training, the activity must result in a "grade" or other formal certification of completion.

Adopted September, 1991
Revised September, 2001